

PRESIDENT'S COUNCIL ON FITNESS, SPORTS & NUTRITION

Job Title: Intern for the President's Council on Fitness, Sports & Nutrition

Term: Fall, Spring or Summer

Hours: 20-40 hours/week

About the President's Council:

The President Council's mission is to engage, educate, and empower all Americans to adopt a healthy lifestyle that includes regular physical activity and good nutrition. The President's Council is a committee of up to 25 volunteer citizens who advise the President through the Secretary of the Department of Heath of Human Services about opportunities to develop accessible, affordable, and sustainable physical activity, fitness, sports, and nutrition programs for all Americans regardless of age, background, or ability. Through partnerships with the public, private, and non-profit sectors, the President's Council promotes programs and initiatives that motivate people to lead active, healthy lives. The Council plays a key role in the development of the administration's programmatic priorities, outreach, and awareness efforts to improve the health and quality of life for all Americans.

Position Overview:

Internship position provides the opportunity to gain experience working with both the Communications and Partnerships team to support tasks such as: facilitating the speakers request process, creating presentations and talking points, managing the President's Council contacts database, supporting the partnership agreement process, and assisting the development and review of marketing collateral. Also, the intern will be involved in coordinating and executing events as well as tracking the media hits and activities of the Council members. In addition, the position requires a research project to be presented to the President's Council staff at the conclusion of the internship. Please be advised that the President's Council office is located in Rockville, MD, which is accessible via the Red Line on the Washington, D.C. metro system.

Required Qualifications:

- Currently pursuing an undergraduate or graduate degree
- Strong interest or experience in public health, fitness promotion, nutrition, exercise physiology, business administration, and/or public affairs
- Excellent writing and communication skills
- Exceptional organization skills and very detail oriented
- Ability to meet deadlines and manage multiple tasks in a fast-paced environment

Internship is unpaid, however if enrolled in a college/graduate program you are eligible for credit hours at the discretion of your institution.

Application Instructions:

Please send a cover letter and resume to <u>fitness@hhs.gov</u> and title the email "PCFSN Internship." Please note if you are available full or part time.

For more information on the programs and activities of the President's Council visit www.fitness.gov